

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

Announces

OPEN COMPETITIVE EXAMINATION

For

WATER TREATMENT PLANT OPERATOR & TRAINEE

AND

WASTEWATER TREATMENT PLANT OPERATOR & TRAINEE

LAST FILING DATE: October 30, 2017

EXAMINATION DATE: December 9, 2017

LOCAL NO. 358

NON-REFUNDABLE \$7.50 APPLICATION FEE REQUIRED  
(CHECK OR MONEY ORDER ONLY – NO CASH)

**VACANCIES:** A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur for all agencies served by Warren County Civil Service Administration. Candidates who are successful in this examination and who have the proper grade certificate issued by the New York State Department of Environmental Conservation or Health will be certified for appointment at the Operator level. Other eligibles will be certified at the Trainee level and will be advanced to the journey level without further examination upon satisfactory completion of the certificate.

**SALARY:** Varies with location and title

**RESIDENCY:** Candidates must have been legal residents of Warren County or a contiguous county (Washington, Saratoga, Hamilton or Essex) for at least four months immediately preceding the date of the written exam. Preference in appointment may be given to those candidates who reside in the locality where the vacancy occurs.

**MINIMUM QUALIFICATIONS:**

**Water Treatment Plant:**

**Trainee:** Graduation from high school or possession of a high school equivalency diploma.

**Operator:** Graduation from high school or possession of a high school equivalency diploma **AND** possession of a current Water Treatment Plant Operator certificate issued by the NYS Dept. of Health at the required minimum grade for the facility in which the position exists.

**Wastewater Treatment Plant:**

**Trainee:** Graduation from high school or possession of a high school equivalency diploma.

**Operator:** Graduation from high school or possession of an equivalency diploma **AND** possession of a current appropriate grade-level Wastewater Treatment Plant Operator Certificate issued by the New York State Department of Environmental Conservation for the designated plant classification as governed by the provisions of the New York State Sanitary Code.

## **DUTIES:**

### **Water Treatment Plant:**

**Trainee:** This is a trainee position in which the incumbent learns the duties and routines of the operation and maintenance of a water treatment plant. The work is performed under the immediate supervision of a qualified operator. Does related work as required.

**Operator:** This position is responsible for the efficient operation and maintenance of the Water Treatment Plant. The position may oversee the work of subordinate staff in the performance of their assigned duties. Does related work as required.

### **Wastewater Treatment Plant:**

**Trainee:** This is a trainee position in which the incumbent learns the duties and routines of the operation and maintenance of a Wastewater Treatment Plant. The work is performed under the immediate supervision of a qualified operator. Does related work as required.

**Operator:** This position is responsible for the efficient operation and maintenance of the Wastewater Treatment Plant. The position may oversee the work of subordinate staff in the performance of their assigned duties. Does related work as required.

**SUBJECT OF EXAMINATION:** Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. *Mechanical Aptitude:* These questions test your ability to identify and understand how basic mechanical instruments such as motors and gears work;
2. *Safety Practices:* These questions test your knowledge of basic safety practices;
3. *Tools and Reading of Scales and Gauges:* These questions test your ability to recognize or identify basic tools and their common uses and to make accurate readings of various types of dials, scales and gauges;
4. *Elementary Chemistry and General Science:* These questions test your knowledge of basic processes and concepts in chemistry and general science;
5. *Understanding and Interpreting Written Material:* These questions test how well you comprehend written material;
6. *Basic Mathematics:* These questions test your ability to use addition, subtraction, multiplication and division to solve basic arithmetic problems that might be encountered in water and wastewater treatment plant operations. Questions may also involve the use of fractions, decimals, averages and percents.

**NOTE:** A 'Guide to Taking the Written Test for Water & Wastewater Treatment Plant Operator/Trainee' is available upon request from the Warren County Department of Civil Service or on line at: <http://www.cs.ny.gov/testing/localtestguides.cfm>

**NOTE:** Unless otherwise notified, candidates are **RECOMMENDED** to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are **PROHIBITED**. No books or reference material will be allowed into the examination site. Cell phones are **PROHIBITED**.

**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

**APPLICATION FEE:** An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH.** YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER. You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete the Exam Fee Waiver and Certification section on the application or submit the “Application for Fee Waiver and Certification” form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

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**Veteran’s Credits:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran’s Credits** and supporting documentation. Applications and information on veteran’s credits may be obtained at the Warren County Department of Civil Service Administration.

**NOTE:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, notify this office of this matter when you submit your application for examination

**Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

**Multiple Exams Scheduled for the Same Date:** If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

## GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
4. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) . Candidates will NOT be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
9. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
10. BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

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This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**ISSUED:** September 28, 2017

**Patricia C. Nenninger**  
**Personnel Officer**  
**MUNICIPAL CENTER**  
**1340 STATE ROUTE 9**  
**LAKE GEORGE, NY 12845-9803**

**WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**  
View all examination announcements on line at: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)